

REPORT TO STANDARDS COMMITTEE
From Planning, Policy and Interpretation Subcommittee
Meeting of January 11, 2002
Atlantic City, New Jersey

RECOMMENDATIONS FOR STANDARDS COMMITTEE APPROVAL

1. PPIS recommends to Standards Committee that the following Title, Purpose and Scope be approved for a new ASHRAE Guideline.

Title: "Guideline for the Determination of the In Situ Coefficient of Performance for Electric Motor Driven Central Chilled Water Plants"

1 Purpose:

This guideline establishes the procedures for the determination of the ratio of "useful energy" to "energy consumed" in Watts per Watt (kW/ton) for a central chilled water plant. It enables comparative analyses of past and present energy consumption or any load on the chiller plant.

2 Scope:

The power input to the chiller plant shall be that consumed by the chillers, condenser pumps, cooling towers, and any other incidental loads such as water treatment or cooling tower sump heaters.

BACKGROUND: The draft TSP was submitted by TC 9.1, Large Building Air Conditioning Systems.

MOTION PASSED. 5-0-0, CNV.

2. PPIS recommends to Standards Committee that PASA and PC Guidance be revised as follows;

PASA 6.2.1.2 Voting Requirements for Public Review or Standards Action.

Standards action recommendations must be approved by the project committee, the Standards Committee, and the Board of Directors. Standards actions require affirmative letter ballot votes ~~of by~~ the majority of the memberships of the project committee ~~and the Standards Committee~~ and at least two-thirds of those voting, ~~excluding abstentions or, if voting is by letter ballot, two-thirds of all voting members excluding abstentions, and~~ invalid, and non-returned ballots.

Recommendations for standards action must be approved by a majority of the voting membership of the Standards Committee and BOD, at a meeting or by letter ballot.

PASA 6.2.1.3 Negative Votes on Ballots to Approve Public Review or for Standards Action.

6.2.1.3.1 Negative Votes at Meeting at Which Approval Occurs

~~Persons who cast non-prevailing negative votes at a meeting during a vote when public review or standards action is approved shall be requested to comment on their reasons for their negative votes and these comments shall be transmitted with the results of the vote to the higher levels considering approvals.~~

PASA 6.2.1.3.2 Negative Votes on Letter Ballot on Which Approval Occurs

Persons who cast negative votes on a letter ballot when public review or standards action would be recommended or approved shall be requested to comment on reasons for their negative votes. If the vote passes with one or more negative votes, the results shall be held in abeyance until the comments are transmitted to all eligible voters and they are given an opportunity to change their votes or to vote (by letter ballot ~~or at the next meeting~~). If a reason is not provided for a negative vote, the eligible voters are informed of the negative vote – noting that no reason was given – by distribution of the letter ballot results.

PC Guidance 9.1 Recommendation to Publish

When the PC has completed a final draft without substantive changes since public review, it will recommend the draft for publication approval by an affirmative vote of a majority of the PC membership and of at least two-thirds of those voting, excluding abstentions. Voting shall be by letter ballot, ~~or by an equivalent formal recorded method~~. ~~Negative votes and abstentions at a meeting of the committee must be explained in writing.~~ Every reasonable effort shall be made by the PC Chair to have a completed ballot returned by each PC voting member. One or more members of the PC may submit a minority report to the SPLS.

PC Guidance 9.2.1 PC Final Report

The PC ~~Final~~ Publication Draft Submittal Report shall be submitted to the MOS for distribution to the approving bodies. The required information includes, among other things:

- a) PC's Chair's Checklist (Part of Publication Draft Submittal Form) recommendation for publication approval;
- a) PC tally including all members and absences Hard copy and final electronic copy of draft in Word;
- b) Draft marked to show changes made since last public review

- c) ~~Explanations of any negative votes and abstentions~~ Complete set of public review comments, PC responses to commenters and signed commenter reply forms from the last full public review and any subsequent ISC public reviews
- e) ~~tally of the number of comments and commenters (resolved and unresolved), and Artwork (Legible and reproducible)~~
- f) ~~a summarization of each unresolved comment. Marked-up roster indicating the interest category for each member of the Consensus Body and how each member voted~~
- g) ~~a vote tally of the PC action taken on each unresolved comment, Letter ballot responses from each member of the Consensus Body~~
- h) ~~copies of all correspondence between the PC and commenters;~~
- i) ~~a roster of the PC with classification of interests shown, and~~
- j) ~~documentation of StdC approval of redefined interest classification (see 4.5.6.1).~~

Exception: Comments and PC responses on portions of the draft identified as not part of the standard shall not be reported under (e) (a)-(g) above but shall be separately reported to Standards Committee.

BACKGROUND: The ANSI report of the audit conducted September 10-13, 2001 recommended that ASHRAE Standards Documents be revised in accordance with clause 1.2.7 of the *ANSI Procedures*. "The auditor recommends that ASHRAE report outstanding objections and substantive changes to all eligible members of the consensus body to provide them with the opportunity to respond, reaffirm or change their vote."

ANSI 1.2.7 Consideration of views and objections

Unresolved objections and any substantive change (see 1.2.9) made in a proposed American National Standard shall be reported to the consensus-developing group or canvass list in order to afford all members or canvasees an opportunity to respond, reaffirm, or change their vote. *ANSI Procedures for the Development and Coordination of American National Standards, January 2001*

MOTION PASSED. 5-0-0, CNV.

3. PPIS recommends to the Standards Committee that PASA be revised as follows:

PASA Appendix B: Appeals of Board of Directors' Standards Actions or Inactions

B3 Who May Appeal

Any person directly and materially affected by the publication, revision, reaffirmation, or withdrawal of an ASHRAE standard, or lack of such action, may appeal the BOD action or inaction. The appellant must have submitted written objections in a timely fashion during the public review process, or in relation to his/her vote on the consensus body.

BACKGROUND: These changes are recommended in response to the ANSI Subcommittee on Accreditation's comments on the PASA changes approved November 21, 2001.

MOTION PASSED. 3-1-1, CNV. (Negative vote from Chuck Coward because "in a timely fashion" is not defined. Abstention by Rick Herman because he did not understand the issue).

4. PPIS recommends to Standards Committee that MOP D4 be revised as follows:

MOP D4 Procedure for Revising or Reaffirming a Standard or Guideline if there is no Standing PC

D4.1 Scope

PPIS may act as a project committee to perform non-substantive changes ~~or minor substantive revisions such as updating of references~~ or for complying with the units format plan. PPIS shall use the procedures outlined in PC Guidance as a guide for the revision/reaffirmation process. PPIS should consult with the cognizant TC/TG/TEC when appropriate. When changes other than those allowed are made to the main text of the standard or guideline, the standard or guideline shall be revised using the procedures in D3.

Reaffirmations shall be processed without any substantive change to the main text of the standard. All non-substantive changes in the main text of the standard shall be explained, or noted, in a foreword. A Standard undergoing an update of references necessary to implement the standard shall be processed as a revision. If the updated reference is only a reaffirmation of the referenced standard, the standard undergoing an update shall be processed as a reaffirmation. See clause 1.3.1.2 ANSI Procedures for the Development and Coordination of American National Standards.

BACKGROUND: This change further clarifies the updating of references for reaffirmations and revisions and is consistent with *ANSI Procedures*.

MOTION PASSED. 4-0-1, CNV. (Abstention by Rich Evans because he "did not understand the issue").

5. PPIS recommends to the Standard Committee that the following changes be made in the MOP:

D3 Development of New Standards or Guidelines or Revision of Existing Standards or Guidelines

D3.7.2 TPS Revision of Existing Standards or Guidelines. The Title, Purpose and Scope of existing standards or guidelines proposed for revision and any requested changes shall be reviewed by PPIS and be approved by the StdC. ~~and TechC.~~ (See Section ~~6-2~~ 6.1.8)

D5 Procedure For Withdrawing a Standard or Guideline

D5.3.1 No Comment Received. If no comment is received, the original Standards Committee vote for withdrawal stands as a recommendation to ~~Technology Council the~~ Board of Directors. It shall be forwarded by MOS with notification to the StdC.

D5.3.2 Comments on Withdrawal are Non-Substantive. If the comments on withdrawal are judged nonsubstantive or not relevant by PPIS, the MOS shall so advise the commenters. If the commenters indicate satisfaction with the responses, or if PPIS determines that the comments cannot be resolved but due to their nature or extent, for a standard, consensus is achieved, the recommendation for withdrawal will be submitted to the StdC. Approval to forward a recommendation for withdrawal to ~~Technology Council~~ the Board of Directors requires an affirmative vote of a majority of the StdC membership and of at least two-thirds of those voting, excluding abstentions. Voting shall be by ballot or equivalent formal recorded method.

D5.4 ~~Technology Council~~ Standards Committee Recommendation for Withdrawal to the Board of Directors

~~Technology Council~~ The Standards Committee will recommend withdrawal to the Board of Directors. If withdrawal is not recommended, the standard or guideline will be returned to PPIS for determination of the next action.

BACKGROUND: These changes make the affected sections of PC Guidance consistent with the Standard Approval Process outlined in Appendix B of the Standards Committee BAR and Annex Q of the Standards Committee MOP.

MOTION PASSED. 5-0-0, CNV.

6. PPIS recommends to the Standard Committee that the following changes be made in PC Guidance and the Standards Committee MOP:

MOP Appendix M: Code Development Committee Procedures

M3 CDC MEETINGS AND CORRESPONDENCE

Committee Information Mailing List (CIML)

3.3.1 Eligibility: ASHRAE Web Site and List Servers

Individuals who are not members of the CDC may ~~apply for inclusion on a Committee Information Mailing List~~ access the ASHRAE web site for information or subscribe to the Standards List Servers to be notified when activities and information are available on the ASHRAE web site.

3.2.1 Services:

~~When CIML inclusion is requested, and upon payment of an annual subscription fee established by the MOS in consideration of the volume of material involved, copies of all committee information referred to in § 3.2.1 will be provided to the subscriber.~~

PC Guidance 4.11 Committee Information Mailing List (CIML)

4.11.1 Eligibility ASHRAE Web Site and List Servers

Individuals who are not members of a PC may ~~apply for inclusion on a Committee Information Mailing List~~ access the ASHRAE web site for information or subscribe to the Standards List Servers to be notified when activities and information are available on the ASHRAE web site.

4.11.2 Services

When CIML inclusion is requested, and upon payment of an annual subscription fee established by the MOS for each PC based on copying and mailing costs, copies of all committee information referred to in 5.2.1 will be provided to the subscriber. The PC Chair and Standards Committee shall be informed of CIML subscribers and the fees involved.

4.11.3 Subsidized Overseas Consultant

A PC chair's written request may be approved for ASHRAE to provide complimentary CIML information services to one consultant to a PC, to encourage technical support of the PC's activities by a non-PC-member expert living outside North America, Hawaii and the Caribbean Islands. PC need for the expertise, demonstrated hardship and current ASHRAE Society membership of at least Associate Grade are required. Addition of more than one subsidized overseas consultant per project committee shall require approval.

PC Guidance Annex I: Notification of PC and PC Subcommittee Meetings

3 PC Meetings Scheduled in Conjunction with ASHRAE Society Meetings

Adequate notice is provided by the PC Chair by a) advance distribution of an agenda to the full PC roster, and b) ~~distribution by the MOS to the Committee Information Mailing List (CIML), and c)~~ the tentative listing of TC, TG and SPC meetings (PC number, date, time and meeting room) in an ASHRAE publication (e.g., *Insights*). In addition, the MOS should post notification of the meeting on the ASHRAE web page for the initial PC meeting only.

4 PC Meetings Scheduled Between ASHRAE Society Meetings

The PC Chair should advise the MOS in time to permit the MOS to ~~mail a notice to persons on the PC roster and the CIML~~ and post notification on the ASHRAE web page. The notice should include the information specified in 5.1.1.2.

BACKGROUND: At one time ASHRAE had a Committee Information Mailing List (CIML). Due to lack of interest and the implementation of the ASHRAE web site and Standards List Servers, Staff recommends the removal of CIML from Standards Documents.

MOTION PASSED. 5-0-0, CNV.

7. PPIS recommends that the Standards Committee begin placing standards under continuous maintenance with the goal of adding five by the end of 2002.

BACKGROUND: The 2001 ANSI Audit cited 22% of ASHRAE Standards as more than five years old and 8% more than ten years old. Placing all standards on continuous maintenance is suggested as a way to reduce that time it takes to process revisions and reaffirmations. It allows submitting only the changes for public review rather than the entire standard.

MOTION PASSED. 5-1-0, CV. (Negative vote by Rick Hermans because "An ASHRAE Standard should be placed on continuous maintenance for technical and/or political reasons unique to that standard. Blanket conversion of all standards is unnecessary").

8. PPIS recommends to the Standards Committee that PC Guidance 4.4.10 be revised as follows:

4.4.10 Standards Committee Member as PC Member

A Standards Committee member may be a PCVM, PSVM, or NVM of a PC. Any member of the Standards Committee who is or has been a PCVM of a PC during the past ~~three~~ two years shall abstain from voting on any Standards Committee matter related to the activities of the PC, and shall not serve as Liaison to the PC.

BACKGROUND: Mike Bilderbeck requested that PPIS reconsider the PC Guidance clause that forbids StdC members from voting on issues related to a PC of which they were a member in the last three years.

MOTION PASSED. 5-1-0, CV. (Negative vote by John Hogan because "this restriction should be removed.")

9. PPIS recommends to Standards Committee that PC Guidance Annex L, Continuous Maintenance Procedures, be revised as follows:

L8 Notice in Standard

The following notice shall be included in public review drafts, published standards and addenda of projects operating under continuous maintenance.

NOTICE

**INSTRUCTIONS FOR SUBMITTING A PROPOSED CHANGE TO THIS STANDARD
UNDER CONTINUOUS MAINTENANCE**

This standard is maintained under continuous maintenance procedures by a Standing Standard Project Committee (SSPC) for which the Standards Committee has established a documented program for regular publication of addenda or revisions, including procedures for timely, documented, consensus action on requests for change to any part of the standard. SSPC consideration will be given to proposed changes at the ~~a~~ Annual (June) m Meeting (normally June) if proposed changes are received by the MOS prior to ~~February 20~~ January 1. Proposals received after January 1 ~~February 20~~ shall be considered by the SSPC no later than at the Annual Meeting of the following year.

BACKGROUND: Larry Spielvogel suggested "changing the deadline for CM proposals from February to July each year. With member turnover happening after the June meeting, new members abstain on proposals filed before they became members, since they were not involved in dealing with them. Also, some of the members who deal with February proposals roll off in June, and their experience is lost." PPIS recommended advancing the submittal date slightly so that CM proposals could be considered at two meetings (January and June), but did not want to further delay the response to the proposer.

MOTION PASSED. 5-0-0, CNV.

10. PPIS recommends to the Standards Committee that an SPC be formed to revise BSR/ASHRAE Standard 26-1996 (RA), *Mechanical Refrigeration and Air-Conditioning Aboard Ship*.

BACKGROUND: PPIS gave an Action Item to Richard Evans to request that TC 9.3 recommend a chair.

MOTION PASSED. 5-0-0, CNV.

INFORMATION ITEMS:

1. PPIS approved publication of the following reaffirmations:

*BSR/ASHRAE Standard 22-1992 (RA), *Methods of Testing for Rating Water-Cooled Refrigerant Condensers*

*BSR/ASHRAE Standard 28-1996 (RA), *Method of Testing Flow Capacity of Refrigerant Capillary Tubes*

In accordance with the new publication procedure, approval of these reaffirmations will be submitted for Standards Committee and BOD approval after final galleys are approved by the PPIS.

2. PPIS gave Art Hallstrom and Action Item to Request TC 3.5 evaluation of the public review comments received for BSR/ASHRAE Standard 139-1998 (RA), *Method of Testing for Rating Desiccant Dehumidifiers Utilizing Heat for the Regenerative Process*. Four comments from two commenters were received for the public review ended December 17, 2001.
3. Richard Evans was given an Action Item to contact TC 9.3 regarding the TPS for the proposed Guideline for HVAC Equipment Requirements on Rail Passenger Vehicles and report to PPIS on January 16.
4. Tech Weekend 2001 the Standards Committee requested that PPIS review the mandatory language in PC Guidance to determine minimum ANSI requirements. Richard Wright and Richard Evans will continue their work on this Action Item and bring forward a recommendation at the Spring Standards Meeting. The intent is that this streamlined document will then become mandatory.
5. The ANSI report of the audit conducted September 10-13, 2001, recommended that ASHRAE Standards Documents be revised in accordance with clause 1.2.1 of the *ANSI Procedures*. "Membership on the PPIS is limited to members of the StdsC, and membership on the StdsC is restricted to ASHRAE members. The auditor suggests that ASHRAE consider establishing an SPC to process reaffirmations or withdrawals, rather than using the PPIS where a cognizant SPC does not exist." Richard Wright was assigned an Action Item by PPIS to draft ASHRAE Standards procedures to comply with clause 1.2.1 of the *ANSI Procedures*.
9. PPIS consolidated the three forms currently used to respond to public review comments into one form. Suggestions to simplify and accelerate the processing of public review comments were

received from Jim Calm and Larry Spielvogel. Staff will make the changes approved by PPIS and post the new form and Guide for Processing Responses to Public Review Comments on the ASHRAE web site.

10. PPIS considered that following suggestion made in the 2001 ANSI Audit Report and determined that it is not in the best interest of ASHRAE:

"The auditor suggests that ASHRAE consider consolidation or elimination of the various ASHRAE operational documents to the extent possible to eliminate confusion and the potential for differences between them. As a minimum, the auditor suggests that the PASA contain all procedural requirements and the other document(s) contain only implementation guidance for use by the StdC and PC. A guidance document should not restate procedural requirements; rather, it should reference the appropriate PASA sections(s)."